spreadsheet document, you can choose single sheets, multiple sheets, and selections of cells for printing.

To print an individual sheet:

1) In the spreadsheet, click on the sheet tab to select the sheet you want to print.
2) Choose **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog.
3) In the *Range and Copies* area of the *General* tab of the Print dialog, choose **Print Selected Sheets** from the *From which* drop-down.
4) Click **Print**.

To print a range of sheets:

1) In the spreadsheet, select the sheets to print. For details on how to select multiple sheets, see Chapter 1, Introduction.
2) Choose **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog.
3) In the *Range and Copies* area of the *General* tab of the Print dialog, choose **Print Selected Sheets** from the *From which* drop-down.
4) Click **Print**.

To print a selection of cells:

1) In the spreadsheet, select the cells to print.
2) Choose **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog.
3) In the *Range and Copies* area of the *General* tab of the Print dialog, choose **Print Selected Cells** from the *From which* drop-down.
4) Click **Print**.

Printing in grayscale on a color printer

You may wish to print a spreadsheet in grayscale on a color printer. You can do this in two ways.

> ✅ **Note**
>
> Some color printers may print in color regardless of the settings you choose.

For an individual file, you can change the printer settings to print in black and white or grayscale:

1) Choose **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press *Ctrl+P*, to open the Print dialog.
2) Click **Properties** to open the Properties dialog for the printer. The available choices vary from one printer to another, but you should find options for the color settings. See your printer's help or user manual for more information.
3) The choices for color might include black and white, or grayscale. Choose grayscale.
4) Click **OK** to confirm your choice and return to the Print dialog.
5) Click **Print** to print the document.

You can change the LibreOffice settings to print all color text and graphics as grayscale:

1) Choose **Tools > Options > LibreOffice > Print**.
2) Select **Convert colors to grayscale**. Click **OK** to save the change.